File: Forms

Costs of Commercially Printed Forms

FY 1955 .... $ 92,711

FY 1956 197,014

FY 1957 160,775

FY 1958 (Budget) 250,000*

The above figures reflect only the cost of commercially procured forms, usually one-time carbon snap-out and specialty forms. They are taken from the expenditures and current estimates for object class 06, Administrative Stock Account, Office of Logistics.

* Obligations reported as of 31 January 1958 totaled $62,082.

7 March 1958

REVISED TRAVEL ORDER FORM

1. Reduction in number of copies from 12 to 9. (X)
2. Less writing required - check boxes.
3. Eliminated 15 request for Travel Orders.
4. Combined the Travel Order and the request.
5. Can be used overseas - old one could not.

| DATE	NEW	REV.	TOTAL	Bootleg Forms KILLED	OBSOLETE		REMARKS (Highlights)
5/24	2	8	10		9	1.	Revision of Dispatch Forms (See attached summary) Saves $6626.20
5/31	1	2	3			1.	640b Case Control - Use eliminates duplicate typing of over 8400 overt name check cases - Saves typist time worth $900 per year for Security.
6/7/	3	4	7	2	27	1.	Deposit Stock Control Record, (1686) developed by _____ and replaced the 2 bootleg forms.
						2.	_____ changes in FBID Log forms 635 - 635a and 635b will save 320 man hours worth $1,280.
6/14	1	6	7		5	1.	Evaluated 10 suggestions and wrote 8 other letters in winding up phase 2 of Dispatch Study.
6/21	4	8	12		12	1.	Cut out Payroll's Copy of Form 1150, Notification of Personnel Action from set, eliminating 25,000 pieces of paper. Value $900. (Paper, labor, filing, etc)
						2.	_____ gets in a tipping machine which will glue forms in stub area. Will handle up to 11-12 part forms.
6/29	4	6	10	-	STAT	1.	First job (Form 39, CIA Request for Evaluation, 3 - pt. form for DCI) run by _____ and assembled on the tipping machine.
7/5	2	9	11			1.	Corrective action taken to sterilize Form 16a, Stock Record Card printed with identifying Remington-Rand data.
						2.	Assisted OCR/DDI in improving quality of OCR Batch System. Recommended use of Columbia M-50 MYLAR ribbon.

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DATE	NEW	REV.	TOTAL	BOOTLEG FORMS KILLED	OBSOLETE	REMARKS (Highlights)
7/12	3	7	10		1	1. Recommended to CODIB that all name check forms used in the government be standardized. (ES 60 -338) 2. Began action to standardize size and quality of one-time carbon correspondence (letters) sets - reduce costs. STAT
7/20	2	3	5			1. [____] recommendations and system for checking processed personnel into SECURE areas of NEW BUILDING during construction were approved by OS.
7/26	3	6	9		5 STAT	1. Rejected proofs on Dispatch Forms. 2. Nonconcurred in SD/OL's proposal to [____] that O/S forms be printed by cleared Army personnel. [____] TSS to investigate while on trip to [____] STAT STAT 3. [____] elected Vice-Chairman of IRAC. STAT
TOTALS	25	59	84	2	59	$ Computed benefits $9,706.20

STAT

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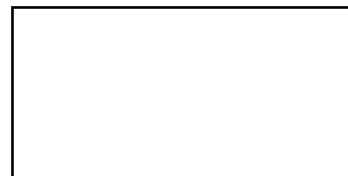
Chief, Forms Management Br.

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AUG 1960

CONDENSED HIGHLIGHTS - REVISION OF DISPATCH FORMS, Forms 53, 53a, 53b and 53c

1. Discontinuance of Form 610b, Routing & Record Sheet prevents creation of more than 100,000 documents annually, reduces costs -

   .Printing, storage and use.................................$ 826.20
   .Filing and maintenance.................................... 2300.00
   .Microfilming, processing and duplicating.................. 3500.00
        TOTAL $ VALUE OF COST REDUCTIONS.....................$6626.20

2. Discourages making and distributing unneeded copies.

3. Provides self-sterilizing signature-distribution feature thru short & long copies.

4. Provides for dual use of 3rd and 4th parts.

5. Ensures maximum flexibility with Letterex.

6. One less carriage return on long subjects.

7. More usable message space.

8. Eliminates several hundred thousand Authenticating Officer Signatures.

9. Makes signature of Signing Officer optional.

10. Makes referencing easier and faster.

    .Signatures and dates of originating, coordinating and releasing officers now available on stayback copies other than Official Record Copy.

    .File reference data more accessible through placement at bottom.

    .Recipient informed of time lags.

    .Typist guides provided.

    .Dispatch can be self-routed when deemed feasible.